

Bylaws of the Denton County Amateur Radio Association, Inc.

A Non-Profit Corporation
herein referred to as the Association

Preamble

We, the Denton County Amateur Radio Association, Inc. enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, promote the radio "art", help spread the amateur radio hobby to others, and conduct club programs and activities as to advance the general interest and welfare of amateur radio in the community and the Association.

I. Membership

- All persons interested in communications by amateur radio shall be eligible for membership.
- Application for membership shall be submitted at a regular meeting in writing.
- Each applicant must express a willingness to abide by the rules of this Association and the rules and regulations of the Federal Communications Commission.
- Full Membership is open to any applicant who holds an amateur radio license.
- Only Full Members, including Life Members, have voting privileges on club matters.
- Associate Membership is open to any applicant not currently holding an amateur radio license.

II. Executive Committee / Officers

- The affairs of the Association will be governed by an Executive Committee.
- The Executive Committee shall be comprised of the officers of the Association.
- The officers of the Association shall consist of: President, Vice President, Secretary/Treasurer, Operations/Program Director, and Technical Director.
- The officers of the Association shall be elected for a term of one (1) year by ballot of the members in accordance with the approved voting procedure, set forth in the attached addendum I, by secret ballot. The ballot can be sent by mail to arrive prior the Saturday before or delivered to the election committee in a sealed envelope at the regular membership meeting held in April.
- Vacancies occurring between elections must be filled by special ballot, using the voting procedure approved by the club, during the first regular meeting after the vacancy.
- Officers may be removed from office by a vote of two-thirds (2/3) of the membership.

III. Duties of the Officers

President:

- The President shall preside at all meetings of the Association and shall conduct the same according to the rules adopted by the Association.
- The President shall enforce due observance of these bylaws, decide all questions of order, sign all official documents that are adopted by the Association and none other, and perform all other customary duties pertaining to the office of President.

Vice President:

- The Vice President shall assume all the duties of the President in the absence of the latter.

Secretary / Treasurer:

- The Secretary / Treasurer shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications of membership, carry on all correspondence, read communications at each meeting, and mail written notices to each member.
- The Secretary / Treasurer shall also receive and make receipts for all moneys paid to the Association.
- The Secretary / Treasurer shall keep an accurate account of all moneys received and expended.
- The Secretary / Treasurer shall pay no bills without proper authorization.
- The Secretary / Treasurer will submit an itemized statement of disbursements and receipts each quarter.
- The Secretary / Treasures shall turn over all possessions belonging to the Association to the incoming Secretary / Treasures at the end of a term.

Operations / Programs Director:

- The Operations / Programs Director shall be responsible for all Association operations and programs.
- The Operations / Programs Director shall coordinate various Association operations and programs.
- The Operations / Programs Director shall appoint assistants as necessary to aid in fulfillment of these duties.

Technical Director:

- The Technical Director shall supervise the installation and maintenance of all equipment owned by the Association and shall coordinate the various technical endeavors of the Association.
- The Technical Director shall appoint assistants as necessary to aid in fulfillment of these duties.
- The Technical Director shall be responsible to fulfill any legal requirements of these activities.

IV. Meetings

- Regular meetings shall be held at such times and places as the Executive Committee shall decide.
- A minimum of 10% of the voting members shall constitute a quorum for the transaction of Association business.
- Special meetings may be called by the President upon written request of any five (5) members.
- Notices shall be sent to members concerning special meetings and the business to be transacted. Such notices shall be sent so that in the ordinary postal delivery time they arrive not less than ten (10) days before the meeting time.

V. Dues / Financing

- The Association, by majority vote of those present at any regular meeting of which there is a quorum, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within its objectives as set forth in the preamble.
- A regular yearly assessment shall be made of each member for membership.
- Dues are for one year and shall be up for renewal one year from the time of payment.
- Non - payment of dues or assessments shall be cause for cancellation of membership.
- Moneys acquired by this Association shall be spent solely for Club needs.
- All expenditures of over One-Hundred (\$100.00) dollars must meet the approval of two-thirds (2/3) of the voting members present at any meeting provided there be a quorum and approval of at least two (2) of the Officers.
- As approved by a majority of the membership, the club will maintain a minimum balance of \$500.00 in the Club treasury as an operating policy. The Club Treasurer is authorized to go below this balance to pay necessary operating expenses such as Newsletters, insurance payments or expenses deemed to be essential to the Club operation. The Club Treasurer will assure this policy is followed as written except in cases of emergencies as approved by the membership.
- All checks, drafts, or other orders for the payment of moneys, notes or other evidences of indebtedness issued in the name of the Association shall be signed by an agent of the Association, and in such manner as shall be determined from time to time by resolution of the Executive Committee.
- A separate accounting will be done for general club moneys and technical maintenance donations.

VI. Committees

- The President shall appoint committees from the membership from time to time to carry out Association projects or functions.

VII. Club Property

- All equipment installed for Association use shall become Association property by either donation or purchase, except that equipment which is specifically loaned to the Association for temporary use.
- Equipment belonging to the Association may be sold subject to the approval of the Executive Committee.
- Funds derived from disposition of the Association property shall revert to the fund from which it was purchased.
- In the event this Association is dissolved or otherwise discontinues operations, all properties of the Association shall be disposed of to another non-profit organization with the same statement of purpose as this Association, or to an un-incorporated amateur radio club, or to a charity.

VIII. Rules

- Roberts Rules of Order shall govern proceeding of the Association.

IX. Amendments

- These by laws may be amended by two-thirds (2/3) vote of the voting membership.
- Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following meeting, provided that all members have been notified by mail of the intent to amend the bylaws at said meeting. Each member shall be responsible for returning their ballot to the Secretary prior to tabulation at the meeting.

X. Surplus Policy

- **DCARA Policy** - Sale of equipment that is considered surplus or that has been donated to the Association.
- **OVERVIEW** - Now that the DCARA has received tax exempt status from the IRS it is expected that from time to time, equipment, cash or other items of value will be donated to the association. In order to fairly make use of these items; it is necessary to have a policy on the usage and disposition of equipment and/or other items of value donated to the DCARA.
- **SUMMARY** - Equipment, cash or other items of value donated to the DCARA are to be used to promote the activities, purposes and projects approved by the members of the Association. Equipment donated, but not needed for any Association purpose, will be sold or otherwise disposed of and the cash received will go into the general fund of the Association. In the event a donation is offered to the DCARA with specific restrictions, as condition of the donation, the donation will only be accepted provided that the membership agrees to abide 100% with those terms and conditions. If the DCARA is unable to abide with said conditions the equipment will be returned to the donor.
- **POLICY** - All sales will be in accordance with the approved policy attached to these bylaws as addendum II.

XI. Life Membership

- Over the years with DCARA from time to time certain members have been elected as Life Members of the DCARA. These members are selected by other members for their outstanding service and contributions to the club over the years. These members are nominated by a member or members by submitting their recommendation to the Board of Directors.

- The Board of Directors will review each case and if a majority of the board agrees with the recommendation the President will present the recommendation to the membership. A member will be made a Life Member of the club with approval of two-thirds (2/3) of the members voting. These members will be considered Full Members with full privileges. Life Members will be exempt from paying any dues or assessments for their lifetime.

XII. ARES and the DCARA

- The members of DCARA recognizes that is ARES as an important part of Amateur Radio dedicated to public service to the community in such things as Skywarn activities, providing radio communications during emergencies, etc. Although ARES is not specifically a part of the DCARA structure, many of its members are also members of the club and the DCARA supports ARES activities.
- The club also provides the group with equipment, and other resources upon requests received from the Denton County ARES Emergency Coordinator and as approved by a majority of the DCARA members. Any equipment used, purchased or donated to ARES remains the property of DCARA.

XIII. VE Testing and Teams

- A vital and important part of our growth in Amateur Radio comes about with the Volunteer Examiner program allowing for testing of new licensee's and upgrades to Ham's already licensed. The VE program has no requirement for a VE to have a club affiliation and some members of the DCARA do participate as volunteers locally.
- Although there are members of the club who conduct tests locally, the DCARA has no formal VE team or program and does not sponsor any VE sessions conducted locally.

XIV. Sick / Deceased

- Whenever one of Board of Directors is advised of a serious illness or death of a member or their spouse they will so advise the club President. The President and/or Secretary will take whatever action they deem appropriate at that time and so advise the membership at the next meeting.

XV. Addendum's

- The by-laws have two (2) attachments as Addendum's.
- Addendum I is the Club Voting Policy as approved by a majority of the membership.
- Addendum II is the approved Club Surplus Sales Policy as approved by a majority of the membership.

Addendum I of DCARA By-laws

New DCARA Election procedures

(Approved by the membership 6/22/98)

The following procedures were adopted at the June meeting for use during DCARA officer elections.

1. Mail to each current member in the April monthly newsletter:

- 1 official ballot, with instructions.
- 1 envelope marked "Ballot"

Instructions would read as follows:

A. Mark ballot with an X in box for the candidate of your choice. Do not mark ballot in any other way. This is a secret ballot.

B. Fold ballot, and seal it in the envelope marked "Ballot". Do not mark this envelope in any way.

C. Method of voting:

1. If voting by mail:

Seal the "Ballot" envelope in a stamped and addressed outer envelope (provided by the voter) and mail to the address indicated on the ballot. The outer stamped envelope must have at least your amateur callsign written in ink on the flap or the return address area. Envelopes without this information will be discarded. All mailed ballots must arrive by the time the mail is picked up on the day of the election meeting.

2. If voting in person at the meeting:

Bring your marked ballot, sealed in the "Ballot" envelope to the meeting and present it to one of the election judges. The election judges will accept your unopened and unmarked "Ballot" envelope only after your current membership and voting status have been checked.

2. When election judge(s) receive the mailed envelopes, they will verify current membership of the operator listed on the outer envelope, check off that member's name on the "Official Eligible Members Roster", and place the unopened "Ballot" envelope in the locked ballot box.

The judges receiving "Ballot" envelopes at the meeting will verify the current membership of the operator, check off that member's name on the "Official Eligible Members Roster", and place the unopened "Ballot" envelope in the locked ballot box.

3. New or former members who join DCARA after ballots are mailed to members but before the polls close, will be given a ballot and "Ballot" envelope and be allowed to vote at the meeting. Replacement ballots will not be available to members listed on the "Official Eligible Members Roster".

4. The polls will officially close at 7:30pm as the meeting starts. At that time the ballot box will be unlocked with all election judges present and ballots counted. The judges before the end of the meeting will announce the election results.

Addendum II of DCARA By-laws Surplus Dispersal Policy as of 6/24/97

DCARA Policy

Sale of equipment that is considered surplus or that has been donated to the Association.

OVERVIEW

Now that the DCARA has received tax exempt status from the I.R.S. it is expected that from time to time, equipment, cash or other items of value will be donated to the association. In order to fairly make use of these items; it is necessary to have a policy on the usage and disposition of equipment and/or other items of value donated to the DCARA.

SUMMARY

Equipment, cash or other items of value donated to the DCARA are to be used to promote the activities, purposes and projects approved by the members of the Association. Equipment donated, but not needed for any Association purpose, will be sold or otherwise disposed of and the cash received will go into the general fund of the Association. In the event a donation is offered to the DCARA with specific restrictions, as condition of the donation, the donation will only be accepted provided that the membership agrees to abide 100% with those terms and conditions. If the DCARA is unable to abide with said conditions the equipment will be returned to the donor.

PRIORITIES

1. The first priority is, the equipment will be used for DCARA membership approved activities including but not limited to new equipment, Association projects, repeater needs, civic activities, emergency communications, training, etc. Equipment donated with specific conditions attached will be only be accepted if the membership agrees to abide by the conditions set forth by the donator.
2. Equipment, not needed by the DCARA for any of the above, will be offered to currently paid members of the DCARA.
3. After both the above have been satisfied the Association equipment will be offered for sale to the general public, non-member Hams locally or via the Internet, at prices set by the committee.
4. Any equipment that has not been designated as for Association use, or sold to members or the general public, will be sold to anyone bidding the highest price. Any remaining equipment will be junked and/or otherwise disposed of by the committee.

PROCEDURES

1. The current Association President will appoint a committee of 3 Association members, who are current with their dues, to inventory all donated equipment.
2. All equipment donated to the Association becomes the property of the Association and usage will be determined by the membership. Under no circumstances will any donated equipment be sold or disposed of until the committee, President and Association membership have been notified.
3. Committee will meet and inventory all donated equipment and generate a list of equipment and its conditions (good, bad, junk, etc). This report will be presented to the President and members of the DCARA at the next Association meeting following the committee's meeting.
4. Notice of any pending sale will be placed in two consecutive newsletters, on the ARES training net, and the Association packet BBS. The sale of donated equipment will occur at the Association meeting immediately following the second newsletter listing. This is to assure that all members will be notified of any up-coming sale and will have a chance to participate and/or bid on equipment.

5. On a quarterly basis, the committee will meet and from that meeting they will provide a written report to the Association membership of all surplus equipment on hand. They will keep records, available upon request, of each item, its estimated value, the amount received (if sold), and if purchased by a Association member, the name of that person. The report will also show the total amount received and transferred into the DCARA general fund. All funds received from sales will be immediately surrendered to the Association treasurer.

6. Equipment will be sold no earlier than at our regularly schedule Association meeting the month following the second consecutive newsletter announcement. All of it will be available for members to inspect at least 1/2 hour before the meeting starts.

Approved by membership present at the 6/23/97 meeting after notice in the June 1997 newsletter.

Witness ____ Original signed by__ Victor E. White W5LRU, President

Witness ____ Original signed by__ Rodney Edmond KC5KOR, Vice President

Recorded ____ Original signed by__ Gerald Marchant WB5NZV, Secretary/Treasurer

AMENDMENTS AND SUPPLEMENTS TO

DCARA BY-LAWS

(Approved February 27, 2006 by vote of the membership)

I. Amendment to Addendum I of DCARA By-Laws

1. Mail to each current member within 30 days of the April election, or if a special election, within 30 days of such election, the following in a special mailing separate from the monthly newsletter:

- 1 official Ballot, with instructions;
- 1 envelope marked "Ballot"

Instructions read as follows:

"A. Mark Ballot with an X for the candidate of your choice. Do not mark Ballot in any other way. This is a secret Ballot.

A. Fold Ballot, and seal it in the envelope marked 'Ballot.' Do not mark this envelope in any other way."

2. Method of voting:

A. Voting by Mail:

(1) If voting by mail, seal the "Ballot" envelope in a stamped and addressed outer envelope (to be provided by each voter) and mail to the address indicated on the Ballot. The outer, stamped envelope *must* have your Amateur Call Sign written in ink on the flap or return address section of the outer envelope. Envelopes without this information will be discarded. All mailed Ballots must arrive by the time that mail is picked up on the day of the election meeting.

B. Voting in Person at the Meeting:

(1) If voting in person at the meeting, bring your marked Ballot sealed in the Ballot envelope to the meeting and present it to the one of the election judges. Election judges will accept your unopened and unmarked Ballot envelope only after your current membership and voting status have been checked.

3. Ballot Counting Procedures:

A. When election judges receive the mailed envelopes, they will verify

current membership of the voter listed on the outer envelope, checkoff that member's name on the "Official Eligible Members Roster," and place the unopened "Ballot" envelope in the locked Ballot box.

- B. When election judges receive Ballot envelopes at the meeting, they will verify the current membership of the voter, checkoff that member's name on the "Official Eligible Members Roster," and place the unopened Ballot envelope in the locked Ballot box.
- 4. New or former members who join DCARA after Ballots are mailed to members but before the polls close will be given a Ballot and Ballot envelope and be allowed to vote at the meeting. Replacement Ballots will not be available to members listed on the "Official Eligible Members Roster."
- 5. The polls will officially close at 7:30 p.m. or when the meeting starts, whichever is sooner. At that time, the Ballot box will be unlocked with all election judges present and the Ballots counted. The judges will announce the election results before the end of the meeting.

II. Supplement to Election Procedures in Addendum I

- 4. In the event of a tie in any DCARA officer election, there shall be a run-off election. The run-off election will follow the procedures for annual elections by:
 - A. Mailing to each current member within 30 days prior to such run-off election the following in a special mailing separate from the monthly newsletter:
 - 1 official Ballot, with instructions; and
 - 1 envelope marked "Ballot;"
 - B. The balance of election procedures are those provided for in Sections 1 and the subsequent sections in Addendum I of DCARA By-Laws New DCARA Election Procedures approved by the membership on June 22, 1998, as amended.

III. Amendment to §IX No. 2

Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following monthly meeting, provided that all members have been notified by mail of the proposed amendment to the bylaws at such meeting. Each member shall be responsible for returning his or her Ballot to

the Secretary as set forth in Addendum I to the By-Laws. "Mail" as used in this section and in these By-Laws refers to written communication to each member by United States Postal Service Regular Mail.

IV. Amendment (§V, No. 5)

Persons who successfully complete a club-sponsored license class for their initial FCC license will receive one (1) full year of complimentary membership as a Full Member upon receipt of their amateur radio license.